LIPPINCOTT
WILLIAMS & WILKINS

READY REFERENCE BOOKSHELF

v2.2

MACINTOSH USER'S GUIDE

Wolters Kluwer Health | Lippincott Williams & Wilkins

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Some drugs and medical devices presented in this publication have Food and Drug Administration (FDA) clearance for limited use in restricted research settings. It is the responsibility of the health care provider to ascertain the FDA status of each drug or device planned for use in their clinical practice.

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Before You Start

Thank You

Thank you for purchasing this Lippincott Williams & Wilkins/ Stedman's software. Having the right reference tools at your fingertips is essential — and you can't do better than having Stedman's at your side.

About *LWW Ready Reference Bookshelf v2.2*

The *LWW Ready Reference Bookshelf* is a robust application enabling easy access to the medical reference information you need, when you need it. With enhanced features such as multiple search methods and customized Add a Topic and Add a Note capabilities, the *LWW Ready Reference Bookshelf v2.2* provides a turnkey solution in an easy-to-use, electronic format.

Review the License Agreement

Before installing the software, carefully review the License Agreement included in this User's Guide. By using the files and/or copying the files from the original CD-ROM to your hard drive, you are agreeing to be bound by the terms and conditions of the License Agreement.

Please do not make illegal copies of this software! The software you are using was produced through the efforts of many people: designers, artists, programmers, distributors, retailers, and other dedicated workers. The costs of developing this and other software programs are recovered through software sales. The unauthorized duplication of personal computer software raises the cost to all legitimate users.

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Using This User's Guide

We at Lippincott Williams & Wilkins hope that between this User's Guide and the Help screens within the program, you will be able to find answers to any questions you may have about *LWW Ready Reference Bookshelf v2.2*. If you still have questions after reviewing both the User's Guide and the Help screens, please contact our Technical Support staff. (See the "Technical Support" section of the User's Guide.)

Explanatory Notes

Explanatory notes offer detailed information specific to your product. Please see the product-specific Help Files within your program for additional information about the individual product you have installed to your *Ready Reference Bookshelf.*

Check out www.stedmans.com

Keep up to date with the latest information about all of your favorite LWW/Stedman's products by visiting us often at **www.stedmans.com**. There, you'll get advance word about new software, medical word books, and related references. And from time to time you'll find unadvertised specials available only at our web site, so check back often!

Become a Registered User

Take the time to register your LWW/Stedman's software. Registration assures you of continued support and notification of upgrades, as well as special offers on new products. Just go to **http://register.stedmans.com** and submit your information. Your registration number can be found on a sticker located inside your software packaging.

Using *LWW Ready Reference Bookshelf v2.2* with Macintosh OS X

Program Requirements

- Macintosh OS X 10.4 or higher
- 256 colors display (thousands recommended)
- 800 x 600 or greater screen resolution
- Sound card & speakers

For specific system requirements for the individual title you have installed, please check the Help Files within your program.

Installation from CD-ROM

To install your new LWW/Stedman's software:

1. Insert the LWW/Stedman's program CD-ROM into your CD-ROM drive.
2. Double click on HPND6 installer.
3. Follow the on-screen prompts.

NOTE: To experience the full functionality of the LWW/Stedman's program, Java 1.5_05 or higher must be installed on your computer. If you have an earlier version of Java, please download an update (www.java.com). This LWW/Stedman's program requires you to have the LWW Ready Reference Bookshelf v2.2 installed on your computer. The installation program installs the Ready Reference Bookshelf, then installs the content files for the LWW/Stedman's program.

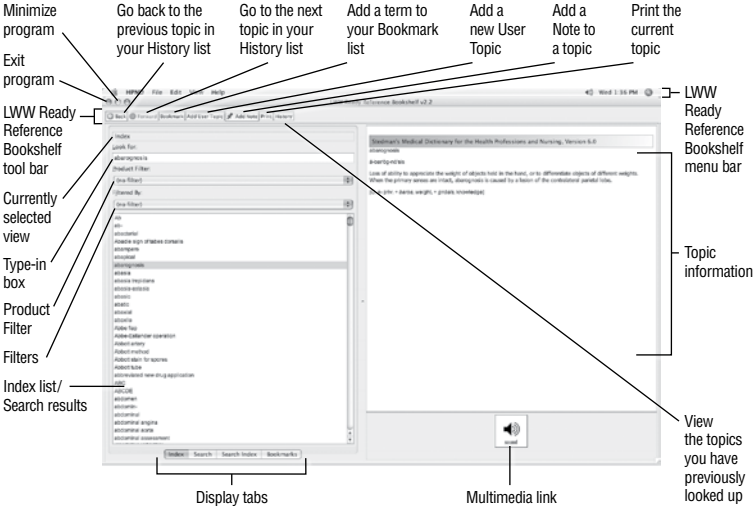
Starting *LWW Ready Reference Bookshelf v2.2 & Stedman's Medical Dictionary for the Health Professions and Nursing*

1. Open the *Stedman's Medical Dictionary for the Health Professions* subfolder. It will be in the Applications folder of whatever drive was selected during installation.

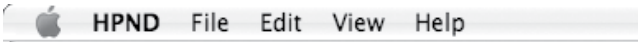
2. Double click on the HPND application to run.

If you wish to add a shortcut on the Dock, drag and drop the HPND application icon to the Dock.

LWW Ready Reference Bookshelf v2.2 Screen Tour


Minimize program
Exit program
LWW Ready Reference Bookshelf tool bar
Currently selected view
Type-in box
Product Filter
Filters
Index list/ Search results
Go back to the previous topic in your History list
Go to the next topic in your History list
Add a term to your Bookmark list
Add a new User Topic
Add a Note to a topic
Print the current topic
LWW Ready Reference Bookshelf menu bar
Topic information
View the topics you have previously looked up
Display tabs
Multimedia link

LWW Ready Reference Bookshelf v2.2 Menu Bar



FILE

The File menu lists the following options:

Print *[Command-P]*

Prints the current topic.

Exit *[Command-Q]*

Closes the program.

EDIT

The Edit menu lists the following options:

Copy *[Command-C]*

Copies text from *LWW Ready Reference Bookshelf v2.2* to the clipboard.

To copy text:

1. Highlight the text you wish to copy.
2. Choose Copy from the Edit menu *or* hit Command-C.

You can then paste the copied text into your document or another application.

Paste *[Command-V]*

Pastes text that has been copied to the clipboard into the type-in box, User Notes, or User-Added Topics.

To paste text:

1. Place the cursor in the field in which you wish to insert your copied text.
2. Choose Paste from the Edit menu *or* hit Command-V.

Preferences

Use Preferences to specify how the program information is displayed.

General Preferences — General Preferences allow you to choose how user-added information appears in the program, including:

- Display user notes icon in term list.
- Highlight user topics in term list.

To enable or disable an option in the General Preferences menu, click the check-box in front of the option.

Products — Under Products, you can modify the order in which information from your installed programs appears. For example, if you have three *LWW/Stedman's* products installed in the *Ready Reference Bookshelf* and a single term appears in all three programs, the Products list determines the order in which the information is displayed

on the screen.

To change the order:

1. Click Products. The Products box will open.
2. Click on the name of the *LWW/Stedman's* program you would like to move.
3. Click the Up or Down button until that program is in the position you desire.
4. To save this order, click Apply.
5. To close the Products box, click OK.

Appearance—Use Appearance to change the font type, style, size, or color for the *LWW Ready Reference Bookshelf v2.2* topics.

To revise the font settings:

1. Click Appearance *or* click on the small icon next to Appearance to display a full list of available headings.
2. If you clicked on Appearance, click the Change button to the right of the heading you wish to modify, *or,* if you clicked the icon next to Appearance, select the heading you would like to change by clicking on it. The Fonts & Colors box will open.
3. The Fonts & Colors window allows you to change font type, style, size, and color. The sample pane at the bottom displays a preview of the font as it will appear in *LWW Ready Reference Bookshelf v2.2.*
4. Click Apply to save your changes.
5. Click OK to exit Preferences.

VIEW

The View menu lists the following options:

Back *[Command-Left Arrow]*

Returns you to the previous topic in your History list.

Forward *[Command-Right Arrow]*

Moves you to the next topic in your History list.

***Index** [Command-1]*

Displays the full A-to-Z term list in *LWW Ready Reference Bookshelf v2.2.*

To look up a topic in the Index:

- Select Index from the View menu *or* click on the Index tab *or* hit Command-1.
- Begin typing the name of the topic in the "Look for" type-in box. Each time you add or delete letters, the search list is updated. You can also use the scroll bar to look through the entire list of terms.
- Once you have found the desired topic, hit the Enter key (if the topic is highlighted) *or* click on the topic to display the topic information.

Index Filters—The Index Filters allow you to view a specific set of terms from the A-to-Z index. To view only certain topic types, choose from the following:

- APPENDIX—Displays a list of the program's appendices.

  Save Appendices—To save an individual Appendix as a PDF file, click the word Save located at the top of the screen. A window will open requiring a name for the Appendix. The Appendix will be saved to the *LWW Ready Reference Bookshelf* folder unless you specify a different location.

  Zoom-in/Zoom-out—To enlarge or reduce the size of the Appendices, click in the Zoom field located at the top of the screen. A drop-down menu will appear. Choose Height or Width to fit the page vertically or horizontally to the window, or choose a magnification number from the list. You can also choose Window to view the full page.

  Paging through Appendices—Use the icons at the top of the appendix window to scroll forward or backward through the Appendices:

Go to the next page

Go to the previous page

Go forward 10 pages

Go backward 10 pages

Skip to the end of the Appendix section

Return to the first page of the Appendix section

*You may need to have **LWW Ready Reference Bookshelf v2.2** opened to full screen in order to access all of the Appendix features.*

- ABBREVIATION—Displays the abbreviations found in your Stedman's Dictionary product.
- HIGH PROFILE—Lists the High Profile terms from your Stedman's Dictionary product.
- GENERIC—Displays only generic drug names in the Index list. (*Quick Look Electronic Drug Reference* only)
- BRAND—Displays only trade (brand name) drug names in the Index list. (*Quick Look Electronic Drug Reference* only)
- AUDIO—Lists only those topics that include an audio pronunciation.
- WEB LINK—Displays only those topics that have web links.
- IMAGE—Lists only those topics that include an illustration or image.
- VIDEO—Displays only those topics that have video or animations.

*NOTE: Audio files, web links, images, and video/animation are only available in select **LWW Ready Reference Bookshelf v2.2** products.*

Search *[Command-2]*

The Search option allows you to search the full content of the *LWW Ready Reference Bookshelf v2.2* for the criteria you specify.

To perform a full text search in *LWW Ready Reference Bookshelf v2.2:*

1. Select Search from the View menu *or* click on the Search tab *or* hit Command-2.
2. Type the term you are searching for in the "Search for" field.
3. Click on the Search button *or* hit Enter.
4. *LWW Ready Reference Bookshelf v2.2* will list the topics that match your search criteria in the left-hand side of the screen. Click on a topic in the list to display the topic information.

Use search commands and wildcard characters to narrow or expand your search results. See Search Functions on page 15 for more information.

Search Filters—The Search Filters allow you to search only a specific set of terms in the A-to-Z index. To narrow your search to only certain types of terms, select from the following:

- AUDIO—Searches only topics that include an audio pronunciation.
- IMAGE—Searches only topics that include an illustration or image.
- WEB LINK—Searches only those topics that include web links.
- VIDEO—Searches only those topics that have video or animations.

*NOTE: Not all **LWW Ready Reference Bookshelf v2.2** products include audio pronunciations and images.*

Search Index *[Command-3]*

The Search Index option allows you to perform a search on the A-Z index in the *LWW Ready Reference Bookshelf v2.2* for the criteria you specify.

To search the index in *LWW Ready Reference Bookshelf v2.2:*

1. Select Search Index from the View menu *or* click the Search Index tab *or* hit Command-3.
2. Type the term you are searching for in the "Search for" field.
3. Click on the Search button *or* hit Enter.
4. *LWW Ready Reference Bookshelf v2.2* will list the topics that match your search criteria in the left-hand side of the screen. Click on a topic in the list to display the topic information.

Bookmarks *[Command-4]*

The Bookmarks feature allows you to save a list of frequently referenced terms.

To add a topic to your Bookmarks list:

1. Look up the topic you wish to Bookmark.
2. With the desired topic displayed on the screen, click the Bookmark button at the top of the screen.

You can quickly look up topics in your Bookmarks list by selecting Bookmarks from the View menu *or* by clicking on the Bookmarks tab at the bottom of the screen.

To delete a topic from your Bookmarks list:

1. From the View menu, select Bookmarks *or* click on the Bookmarks tab.
2. Click on the topic you would like to delete.
3. Click the Remove button.
4. The Delete Bookmark window will appear.
5. Answer Yes to "Are you sure you would like to delete ___ from your bookmarks?"

HELP

The Help menu lists the following options:

***Ready Reference Bookshelf* Help**

The program's Help Files deliver immediate information about features and options for your specific *LWW Ready Reference Bookshelf v2.2* product(s).

Product-Specific Help Files

The product-specific Help Files include Explanatory Information and other information specific to each product you have installed.

About Ready Reference Bookshelf v2.2

Displays the program's copyright and version information.

LWW Ready Reference Bookshelf v2.2 Tool Bar

BACK *[Command-Left Arrow]*

The Back button returns you to the previous topic in your History list.

FORWARD *[Command-Right Arrow]*

The Forward button moves you to the next topic in your History list.

BOOKMARK *[Command-4]*

The Bookmark button allows you to add a topic or remove a topic from the Bookmarks list. For more information on the Bookmarks feature, see page 10.

ADD USER TOPIC

Allows you to add a new topic to *LWW Ready Reference Bookshelf v2.2.*

To add a User Topic:

1. Click on the Add User Topic button. The Add User Topic window will appear.
2. Select a template from the Select Product drop-down box. A template is listed for each *LWW Ready Reference Bookshelf v2.2* product you have installed so your User Topics will match the layout and format of the existing topics.
3. Enter the information for your new topic in the fields provided.
4. Click the Add button. The Add User Topic window will close.
5. To exit the Add User Topic window without saving your topic, click the Close button.

User Topics appear alphabetically in the Index list, highlighted in yellow.

To edit a User Topic:

1. Locate the User Added Topic in the Index list.
2. Click on the topic. The User Added Topic you selected will now appear in the Topic Window.
3. Select the Edit User Topic button at the top of the screen. The Edit User Topic screen will appear.
4. Make any necessary changes and click Save.

To delete a User Topic:

1. Find the User Added Topic in the Index list (it will be highlighted in yellow).
2. Click on the topic. The User Added Topic you selected will now appear in the Topic Window.
3. Click on the Delete User Topic button.

ADD NOTE

Allows you to annotate an existing topic.

To add a note to a topic:

1. Make sure that the topic you would like to annotate is displayed in the Topic Window.
2. Click on the Add Note button. The User Notes window will appear.
3. Enter your notes and click on the Save button. The User Notes window will close.
4. To exit the User Notes window without saving, click the Close button.

User Notes appear at the top of the topic, highlighted in yellow; a pushpin icon appears next to the topic's listing in the Index list.

To edit a User Note:

1. Make sure that the topic and appropriate note are displayed on the screen.
2. Click on the Edit Note button. The User Notes window will appear.
3. Edit your note as desired.
4. Click on the Update button to save your changes. The User Notes window will close.
5. To exit the User Notes window without saving your changes, click the Close button.

To delete a note:

1. Make sure that the topic and appropriate note are displayed on the screen.
2. Click on the Delete Note button in the upper right-hand corner of the screen.
3. When asked if you are sure you want to remove the note, select Yes.

PRINT *[Command-P]*

Prints the current topic.

HISTORY

If you have looked up several topics and need to go back to any of them, click on the History button. The History list will show you the recent topics you looked up.

To view the topics in your History list:

1. Click on the History button. The History window will open.
2. Select the topic you would like to view by double clicking on it in the list *or* click on the topic once to highlight it and then click the Go To button.
3. Click on the Close button to exit the History window without looking up a topic.

Search Functions

The *LWW Ready Reference Bookshelf v2.2* program has several flexible search options to help you quickly locate the information you need.

Search Commands

Use search commands in the **Search tab** to narrow or expand a search.

& or AND — Narrows a search by retrieving only those topics that contain both keywords in their definitions. Example: Type *acetaminophen & codeine* or *acetaminophen* AND *codeine*. This search pattern will find all topics that contain both the word *acetaminophen* and the word *codeine.*

The AND search command is the default Search type. The program will assume that you are using the AND search command between multiple terms if no other command is used.

! or NOT — Narrows a search by retrieving topics that contain the first word but not the second word. Example: Type *acetaminophen* ! *codeine* or *acetaminophen* NOT *codeine.* This search pattern will find every topic that contains the word *acetaminophen* but does not contain the word *codeine.*

OR — Expands a search by retrieving topics that contain either the first word or the second word. Example: Type *acetaminophen* OR *codeine*. This search pattern will find every topic that contains either the word *acetaminophen* or the word *codeine*.

( ) — Determines the order or priority of the search. Keywords enclosed in parentheses are searched first. Example: Type *(acetaminophen* & *codeine)* ! *Tylenol.* This search pattern will find any topic that contains *acetaminophen* and *codeine,* but not *Tylenol.*

Wildcard Searches

? Use the single character wildcard (?) to represent a single unknown character. For example, if you are unsure of how to spell the word *Zyvox,* type *Z?vox* to locate the correct spelling.

* Use the multiple character wildcard (*) to represent multiple unknown characters. For example, if you are searching for the word *indomethacin* and you know it starts with *indo,* type *indo** in the Search field. You can narrow the search further by adding more letters. For example, if you know the word begins with *indo* and ends with an *n,* type *indo*n* in the Search field.

The wildcard character "*" can be used as the first character of a search in the Search Index tab only. Also note that only one wildcard can be used per search.

For example, if you are searching for the word *methyltestosterone* and you know it ends in *tosterone,* type **tosterone* in the Search field. You can narrow the search further by adding more letters. For example, type **ltestosterone* in the Search field.

Fuzzy Searches

~ If you are unsure of the correct spelling or would like to locate words that sound similar to the word you are looking for, you can do a fuzzy search using the tilde (~) symbol. For example, if you are looking for a word that sounds like *aspearaginase,* do a fuzzy search by typing *aspearaginase~*. Your search results will find a list of possible terms including the correct term, *asparaginase.*

Fuzzy searches cannot be used with multi-word phrases. Also, fuzzy searches cannot be used in the Search Index tab.

Multimedia

LISTENING TO AUDIO PRONUNCIATIONS

If the topic displayed has an associated audio pronunciation, the sound icon will appear at the bottom of the screen. To listen to an audio pronunciation, simply click on the sound icon.

ACCESSING WEB LINKS

Stedman's Dictionary products include web links to the National Library of Medicine's Medical Subject Headings (MeSH) or the Online Mendelian Inheritance in Man (OMIM) database for additional information on selected terms.

If a web link is associated with an entry, the web link icon will appear at the bottom of the screen. Click on the web link icon and the National Library of Medicine's Medical Subject Headings web site or the Online Mendelian Inheritance in Man web site will open in your web browser and take you to the entry for your selected term.

NOTE: You must have Internet access on your computer to access the National Library of Medicine MeSH links or OMIM links.

VIEWING IMAGES

If the topic displayed has an associated image, the image icon will appear at the bottom of the screen. To view the image, simply click on the image icon and the image will open in the *LWW Ready Reference Bookshelf v2.2* Image Viewer.

Using the Image Viewer

The *LWW Ready Reference Bookshelf v2.2* Image Viewer has the following functionality:

- *Zoom*—Click on the arrow next to the Zoom field to select the desired image size.
- *Copy*—Click the Copy button to copy the current image to the clipboard.

- *Print*—Click the Print button to print the current image.

To close the Image Viewer, click on the X in the upper right-hand corner of the window.

VIEWING VIDEOS AND ANIMATIONS

If a topic in *LWW Ready Reference Bookshelf v2.2* has an associated video or animation, the movie icon will appear at the bottom of the screen. To view the video or animation, simply click on the movie icon.

Using QuickTime Player

When you open an anatomical video, QuickTime Player is launched. QuickTime Player has onscreen controls similar to those found on CD players and DVD players. Use the controls to play and pause, to move forward or backward, and to jump to the beginning or end of a movie.

To go to a specific point in the movie, drag the playback head (the small triangle) in the timeline. To step through frame-by-frame, press the right and left arrow keys on your keyboard.

*Video instructions adapted from QuickTime Help, "Using QuickTime Player Controls," http://helpqt.apple.com/qthelpwr1/english/QuickTimeHelp/pgs2/gsFmSet.htm

NOTE: Audio files, web links, images, and video/animation are only available in select ***LWW Ready Reference Bookshelf v2.2*** *products.*

Productivity Hints

Shortcut Keys

Shortcut Keys have been built into all of the *LWW Ready Reference Bookshelf v2.2* menus, so your hands never have to leave the keyboard. Just look for the key combination listed next to the function in the Menu Bar. For example:

Command-P	Print
Command-C	Copy
Command-V	Paste
Command-Left Arrow	Go Back
Command-Right Arrow	Go Forward
Command-1	Jump to Index Tab
Command-2	Jump to Search Tab
Command-3	Jump to Search Index Tab
Command-4	Jump to Bookmarks Tab

Remembering Where You've Been

You'll find that your History list is very helpful when you need to go back to a topic that you looked up earlier. Located in the *LWW Ready Reference Bookshelf* Tool Bar, your History list will display all of the recent topics you've looked up, and you can click on any topic in the list to view it again.

Technical Support

Frequently Asked Questions

Q. Do I need to keep the *LWW/Stedman's* CD-ROM in my CD-ROM drive?

A. No, you do not need the *LWW Ready Reference Bookshelf v2.2* CD-ROM in your CD-ROM drive to use the program. The entire program is installed to your hard drive.

Q. Does the *LWW Ready Reference Bookshelf v2.2* program spellcheck?

A. The *LWW Ready Reference Bookshelf v2.2* program does not function as a spellchecker. If you are interested in a medical/pharmaceutical spellchecker, please visit our website at **www.stedmans.com** or call our Customer Service department at 1-800-638-3030 for more information on *Stedman's Plus Medical/ Pharmaceutical Spellchecker* (also available in Legal and UK editions).

Q. I would like to register my *LWW Ready Reference Bookshelf v2.2* product. Where is my registration number?

A. Your registration number can be found on a sticker above the CD inside your software packaging. Just visit **http://register.stedmans.com** to submit your registration information.

Q. Can I add new topics to *LWW Ready Reference Bookshelf v2.2*?

A. Yes, you can add new topics to your *LWW Ready Reference Bookshelf v2.2* program. Simply follow the instructions in this User's Guide for Adding a Topic. If you wish to add information to an existing topic, use the Add a Note feature.

Q. How do I create a shortcut/desktop icon for *LWW Ready Reference Bookshelf v2.2?*

A. Instructions for creating a shortcut icon are included under the Installation Instructions in this User's Guide.

Q. Should I uninstall my previous version of *LWW's Ready Reference Bookshelf* before installing the new edition?

A. You will only need to uninstall a previous version of the *LWW Ready Reference Bookshelf* if you currently have *Quick Look Electronic Drug Reference 2006* installed on your computer. Users of any other products will not need to uninstall their current *LWW Ready Reference Bookshelf.*

Q. When I attempt to find a topic in either the Index or Search tabs, it doesn't seem like all of the topics appear in the Index List/Search Results.

A. Make sure that you have not selected any Filters, as this will limit the number of topics included in your Search results. Ensure that the Filtered By field shows **no filter.**

Q. I also have *Stedman's Plus Spellchecker.* When it stops on a word, I'd like to be able to switch to *LWW Ready Reference Bookshelf v2.2* and look up the word. Why can't I do that?

A. *Stedman's Plus Spellchecker* and *LWW Ready Reference Bookshelf v2.2* are two separate applications, and they don't work interactively as you describe. When you have finished spellchecking your document, you can go back and look up the terms in *LWW Ready Reference Bookshelf v2.2.*

How to Contact Us

Lippincott Williams & Wilkins is pleased to provide support if you need assistance with *LWW Ready Reference Bookshelf v2.2.* Before you contact us, be sure to do the following:

- Refer to the "Technical Support" section of www.stedmans.com, or visit www.stedmans.com/help for answers to some commonly asked questions.
- If you have encountered an issue with your Stedman's software, write down the sequence of events that led to the problem.
- If an error message is displayed, write down the exact error message and error number.
- If you are having a problem working with another application, be sure you know the version, and have the user manual handy.

Product Support

If you require product information such as system requirements, or have questions about the product's content or functionality, please contact us:

- Online: www.stedmans.com/help
- Email: stedmans@lww.com

Product Installation

If you require assistance with or have questions about installing your software, please contact us:

- Online: www.stedmans.com/help
- Email: activate@lww.com
- Phone: 1-800-638-3030 US and Canada
  301-223-2300 International

Technical Support

If you require technical assistance with our products after installation, please contact us:

- Online: www.stedmans.com/help
- Email: wkhealth-support@wolterskluwer.com
- Phone: 1-800-638-3030 US and Canada
  301-223-2300 International

Mailing Address

If you have questions or comments about *LWW Ready Reference Bookshelf v2.2,* send them to us at the following address:

Lippincott Williams & Wilkins
Attn: Publisher, Stedman's
351 West Camden Street
Baltimore, MD 21201-2436

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